2002-2003 Desk Reference for

Application Processing

U.S. Department of Education

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Introduction

Preface

This desk reference describes the general procedures for using the App Express module of the EDExpress software. It is intended to provide basic instructions and is not intended to be comprehensive. For additional information, see the online Help within the EDExpress software.

App Express, along with Global functionality, are the two components that you must install in order to run EDExpress. With this program, you can enter a student's Free Application for Federal Student Aid (FAFSA) and update the student's information. You can also calculate an estimated EFC, view and print applications, and check applications for data entry errors. In addition, you can prepare batches of applications and transmit them to the Central Processing System (CPS). The CPS processes and electronically returns the applications to you as Institutional Student Information Records (ISIRs).

How to Download the Software and Documentation

EDExpress for Windows 2002-2003, Version 8.0 is distributed via the Internet. You can download the software and the related user documentation from the U.S. Department of Education's Student Financial Assistance Download (SFAdownload) Web site located at **SFAdownload.ed.gov**.

Instructions for downloading EDExpress for Windows are located in the "Downloading Software/Paper Documentation" chapter of the *EDExpress for Windows 2002-2003 Installation Guide*.

If you do not have access to the Internet, or you have trouble opening the SFA Web site to download the EDExpress for Windows, Version 8.0 software, contact CPS/WAN Technical Support at **800/330-5947** or via e-mail at **CPSWAN@NCS.COM**.

Note: Some organizations restrict their users from downloading from FTP sites. If you have trouble downloading, try again later. If you are still unable to download, contact your technical support staff to ensure you have full FTP download rights.

Electronic Application Setup

Login Procedure

The Startup Information dialog box may be the first screen you see when you start EDExpress. Other warning screens may appear if your EDExpress database has been moved, deleted, or corrupted.

The first time you log in to EDExpress, or if you haven't set up your assumed school code, EDExpress displays a warning that your assumed school is not defined. A similar warning displays if you've installed the Direct Loan module and haven't set up your Direct Loan school profile. Once you've defined these codes in Setup, these warnings no longer appear.

1. From the Start/Programs menu, select **EDESuite/EDExpress 2002-2003** and click **2002-2003 EDExpress for Windows**.
2. If you see the Startup Information dialog box, click **Close**.
3. Type your user ID. If this is your first time logging in to the EDExpress software, enter **SYSADMIN** as your user ID and password. The EDExpress software prompts you to change the default password by creating a new one (continue with steps 4 and 5).
4. Press **Tab**.
5. Type your password. Valid passwords are one to eight characters long and can contain uppercase letters (A-Z), numbers (0-9), plus (+), dash (-), asterisk (*), number (#), period (.), and apostrophe (').
6. Press **Enter** or click **OK** to log in to the EDExpress software.
7. Type the new password again in the **Verify Password** text entry box.
8. Click **OK**.

Global Setup

Defining Security for Groups

There are two steps to setting up user IDs and passwords and assigning restricted access. The first step is to create templates, known as *group*s, for access to certain EDExpress functions. The second step is to assign each user ID to a specific group to designate which functions he or she will be able to access.

Step 1, Creating Security Groups:

1. Select **Tools, Setup, Global, Security Groups** from the menu bar.

2. Click **Add**.

3. In the **Group** field, type the name you are assigning to the group.

4. Click one of the tabs for the various modules, then click on the **Access** checkboxes in the table of functions to either enable or disable functions. For example, if you want users in a group to have access to setup options, click the **Global** tab, scroll down in the table until you reach the checkbox for the **Tools Menu, Setup,** and click on the checkbox to mark the function.

5. Click **Save**.

6. Click **Add** to create more groups, or click **OK** to exit the box.

Helpful Hints!

- Under Utilities, Clear Logged In Flag: You can give a group the ability to clear the Logged In? Flag field which is displayed on the Security Users dialog box.

- Under Setup, Notes Entry Update: You can also give a group access to Notes entry to update the Notes tab on student records.

- Under Import, Import Demographic Data: You can allow a group of users to import demographic records to your EDExpress database.

- To create a group with read-only access to all tabs, click on the **Browse Only (Tabs)?** checkbox in the **Security Groups** box.

- To provide access to Entry, check the Entry checkbox within the File Menu on the Global tab.

Defining Security for Users

Step 2, Establishing User IDs:

Establishing user IDs and assigning each to a Security group:

1. Select **Tools, Setup, Global, Security Users**.
2. Type a user ID.
3. Click on the **down** arrow next to the **Group Name** field and click on one of the group IDs in the table.
4. Type a password.
5. Type the password again in the **Verify Password** field.
6. (Optional) Set the Export to EDconnect checkbox.
7. Click **Save** to add the user to the database.
8. Click **OK**.
9. Click **Add** to create more user IDs and passwords, or click **OK** to exit the **User Security** box.

Helpful Hint!

You can also change passwords in the **User Security** dialog box; see online Help for instructions on changing passwords.

School Setup

You must establish an assumed school before you can create any student records. The assumed school data will appear by default on new EDExpress records. You can change the default information in individual records.

1. Select **Tools, Setup, Global, School**.
2. If you see the message, “No Assumed School,” click **OK**.
3. Click **Retrieve**.
4. When the School table displays, click the right mouse button on any column heading for additional search capabilities.

5. Click on your school's name and click **OK**. If the school code that now appears in the **School Code** field is the one that you want to appear by default on all new EDExpress records, click the **Assumed School** checkbox and click **Save**.

6. Check **App Processing Participant** if you will be processing applications.

7. Click **OK**.

New for 2002-2003!

You can now import App Express System Setup data into this year's version of EDExpress. If the prior year's data has not changed, importing it saves you time, because you do not have to reenter it.

Helpful Hint!

You can also change the Assumed School in the **App Express System Setup** box. Select **Tools, Setup, App Express, System**.

Setting Up Global System Parameters

1. Select **Tools, Setup, Global, System**.

2. Click the **Allow notepad entries to be edited?** checkbox if you want EDExpress users to create and edit notepad entries. If you clear this checkbox, users can only view notepad entries.

3. Click the **down** arrow for a drop-down list to select the default system (Global, App Express, or Packaging) to be displayed at the time of printing, importing, exporting, regenerating, deleting, creating queries, and creating file formats.

4. Type the number of days that you want to elapse before EDExpress automatically reprints another tracking letter for documents that have not been received by the time you print letters again.

5. Type the total number of times you want to reprint documents for each student.

6. Type the total number of copies of tracking letters you want to print for each student each time you print these letters.

7. Click the **Return to Dialog** checkbox if you want to return to the Print/Import/Export dialog box after printing a report, importing data, or exporting data.

8. If you want the Single or Multiple radio button selected by default on the Print dialog box, click the **down** arrow for a drop list.

9. Type your **TG#**.

10. Click **OK**.

11. Click **Yes** to save the settings.

App Express System Setup

Assign default values that will appear in all new App Express records in the **App Express System Setup** box. The default values can be changed in individual records.

1. Select **Tools, Setup, App Express, System**.

2. (Optional) Type the **Default Housing Plans** by entering the appropriate code: 1 = On-Campus, 2 = Off-Campus, 3 = With Parents.

3. Type the default cost of attendance.

4. If you want to change the assumed school in this box rather than in the **Global School Setup** dialog box, you can do it quickly by typing the assumed school code in the **Assumed School** field. You can also click the **ellipsis (...)** button to access the Federal School Code database to make your choice.

5. Click on the **Update Demographic Data?** checkbox if you want EDExpress to update the fields on the student's Demo tab when you import ISIRs. The demographic field is only updated when a higher transaction number is imported.

6. Click on the **Compare Demographic Data?** checkbox if you want EDExpress to print a list of changes made to the Demo record during the ISIR import process as part of the Import Records Edit Report.

7. Select which Default Transaction you want to be displayed on the SAR/ISIR Tab.

8. Click **OK**.

9. Click **Yes** to save the settings.

New for 2002-2003!

You can now import App Express System Setup data into this year's version of EDExpress. If the prior year's data has not changed, importing it saves you time, because you do not have to reenter it.

Helpful Hint!

Use the App Express System Setup box to set up your system parameters for the Application function of EDExpress.

Query

A query is a set of criteria that describes a particular student population. Queries are used in functions like Print and Export to select specific groups of student records from all the records in the database. Some queries have fixed values, or you can enter different values each time you use the query.

EDExpress comes with a set of predefined queries commonly used in Global, App Express, Packaging, Direct Loan, and Pell. When you select Tools, Query and click the Retrieve button for the first time, you'll see that the predefined queries are stored as the first set of records in the query database. Wherever the Selection Criteria option is available in EDExpress, you can use these queries to identify groups of records. You can also use predefined queries as templates to create your own queries.

You'll know a query is predefined if you see "PREDEFINED QUERY" in the upper right corner of the Query screen.

Helpful Hint!

Use the Query function to create queries that are most useful to your school and the way you process data.

Sample Queries

Here are three examples of queries that you can use in processing your students' financial aid data. Note that you can use "FAA Adjustment" as a field name.

Sample 1

Dependent students from New Mexico whose parents' number in college is greater than 1 or whose adjusted gross income is less than $25,000.

Click on the App Express tab.

((DEPENDENCY STATUS = "D") AND

(STUDENT'S STATE OF LEGAL RESIDENCE = "NM")) AND

((PARENTS' NUMBER IN COLLEGE > "1") OR

(PARENTS' ADJUSTED GROSS

INCOME < "25000"))

Sample 2

Unpackaged graduate students under 2000 EFC

Click on the Packaging tab.

(EFC<2000) AND

(COLLEGE GRADE LEVEL = "5" AND

((PACKAGING STATUS = "N") OR

(PACKAGING STATUS = "U"))

Sample 3

Independent students assigned documents required for packaging and/or verification.

Click on the Packaging tab.

((DOCUMENT STATUS = "P") OR

(DOCUMENT STATUS = "V") OR

(DOCUMENT STATUS = "B")) AND

(DEPENDENCY STATUS = "I")

Using a Query

You can use queries in any function that displays a Selection Criteria button.

1. Click the **Selection Criteria** button.

2. Click the **ellipsis (…)** button next to the Query Title field to display a list of queries. The Query Grid box displays.

3. Click on the query you want to use to select it and click **OK**. EDExpress returns you to the Selection Criteria box and enters the title of the query in the Query Title field. If the Parameter Query Column is not checked skip to step 9. If the Parameter Query column is checked, click **OK** on the Selection Criteria box to get the Parameter Query Entry box.

4. Click in the **Field Value** column next to each Field Name and type a valid value. Click the **Value Help** button to see a list of valid values.

5. Click the **View Query** button to see the completed query. Review the query carefully to be sure you've entered the correct values for each field.

6. Click **Close** to return to the Parameter Query Entry box.

7. Click **OK** to save your entries.

8. Click **Close** at the View Query box to return to the Selection Criteria box. EDExpress enters the title of the query in the Query Title field.

9. Finish choosing options in the Selection Criteria box, if applicable (for example, Selected Records).

10. Click **OK** to return to the function screen. Next, click **OK**. A box displays the progress of the process.

Rules For Queries

- When creating your own queries, consider these basic rules:
- Queries are processed from left to right, or beginning to end; however, AND is applied first, even if it appears after OR in the query statement.
- Parentheses change the order of precedence. Expressions enclosed in parentheses are processed before AND and OR. In the case of nested expressions, innermost parentheses are processed first. See the topic **Using Parentheses** for more information.
- Both segments of the query connected by AND must be true for a field value to be selected.
- Only one of the segments connected by OR must be true for a field value to be selected.

Helpful Hints!

For more information, click **Help Topics, Index** and search for:

- Query Title (Selection Criteria) dialog box

Click **Help Topics, Contents, Query** dialog boxes for:

- Query dialog box
- View Query dialog box

Creating a Query

1. Select **Tools, Query** and a system by clicking on the corresponding tab.
2. Click **Add**.
3. Type a descriptive title for the query.
4. Select a field from the Field list. You can type the first few letters of a field to find the field name that begins with those letters.
5. Click the **down** arrow in the Operator field to select an operator.
6. Type a value for the field. Click the **Value Help** button to see the valid values for the field. If you want to be prompted for a value at the time you use the query, don't specify a value for the query statement. Instead, click the **Prompt at Execution** checkbox.
7. Click the **Append** button to add the query statement to the Criteria box.

8. (Optional) Click the **And** button or the **Or** button to add another statement to the query.

9. Repeat steps 4-7 until you've added all statements for the query, then continue with step 10.

10. Click **Save** to save the query. Click **OK**.

11. Click **OK** to close the Query box or click **Add** to create another query.

Helpful Hint!

When you type a descriptive title for your query, note that the title can consist of any keyboard character, except the pipe symbol (|) and apostrophe (').

Creating a Query From a Predefined Query

1. Select **Tools, Query** and a system by clicking on the corresponding tab.

2. Click the Retrieve button. Use the arrow buttons in the control box to locate the predefined query you want to use for a template. Click **OK**.

3. Type a new title for the query. You can modify and save a predefined query only if you rename it.

4. Modify the query. Click any criteria line to select it and change the Field, Operator, or Value. Then click the **Change** button. You can also delete lines or add new lines to the query. To add new lines, select the line that should appear after the new line. Specify the Field, Operator, and Value for the new line, then click **Append.** Use the other buttons located to the right of the Criteria box to fine tune the query statement, if necessary.

5. Click **Save** to save the query. Click **OK**.

6. Click **OK** to close the Query box or click **Add** to create another query.

Modifying a Query

1. Select **Tools, Query** and a system by clicking on the corresponding tab.

2. Click the Retrieve button. Use the arrow buttons in the database buttons box to locate the query you want to modify.

3. Modify the query. Click any criteria line to select it and change the Field, Operator, or Value. Then click the **Change** button. You can also delete lines or add new lines to the query. To add new lines, select the line that should appear after the new line. Specify the Field, Operator, and Value for the new line, then click **Append**. Use the other buttons located to the right of the Criteria box to fine tune the query statement, if necessary.

4. To delete a line, select the line and click **Remove**.

5. Click **Save** to save the query. Click **OK**.

6. Click **OK** to close the Query box.

Deleting a Query

1. Select **Tools, Query** and a system by clicking on the corresponding tab.

2. Click the Retrieve button. Use the arrow buttons in the database buttons box to locate the query you want to delete. You cannot delete predefined queries.

3. Click the **Delete** button in the Control box. EDExpress asks you to confirm that you want to delete the query.

4. Click **Yes** to delete the query.

5. Click **OK** to continue.

Helpful Hint!

You cannot delete predefined queries. For more information, click **Help, Help Topics, Contents, Query, Dialog boxes** and search for the topic, Query dialog box.

Electronic Applications

Entering an Initial Application

A student's first application submission for financial aid is called an *initial applicatio*n. The screens in Entry are designed for fast data entry. The layout of the questions on the screens resembles the FAFSA. You can review the information, make corrections, and set reject and assumption override codes.

1. Select **File, New**.
2. Type a Social Security Number (SSN). Click **OK**.
3. Enter the student's demographic data.
4. Click on **File, Save** to save the student's demographic data.
5. Click on the **FAFSA** tab to enter FAFSA data. The initial application screen appears.

- Enter data into the fields, pressing **Tab** to move from one field to the next, or **Shift + Tab** to move backward. Click the **1, 2,** and **3** buttons on the toolbar to move from page to page.

New for 2002-2003!

You no longer have to complete all required fields on a screen before advancing to the next screen. Press **F1** for Help on any field.

- Enter parental data for dependent students. (You can enter parental data for independent students if it is needed for certain programs.)
- If you want to calculate the estimated Federal income tax paid, select **Process, Tax Calculation** from the menu bar.

- If you want to calculate an estimated EFC, select **Process, EFC Calculation** from the menu bar.

6. When you finish entering the application, click **File, Save**.

7. Click **Yes** to mark the record ready for transmission.

8. Click **File, Close** to close the record.

New for 2002-2003!

The EFC label on page 3 of the FAFSA and SAR/ISIR tabs has been changed to **EFC (CPS Compute)**. This will populate only on the SAR/ISIR tab with the value provided from the CPS. Additionally, an EFC field labeled **EFC (EDExpress)** has been added which populates the EFC value provided by the EDExpress software if the EFC calculate function is used. This field displays directly below the **EFC (CPS Compute)** field.

If a demo record has previously been created for the student, click **Open** to retrieve the student's record and make changes.

Note that you can save a FAFSA prior to its completion. FAFSAs saved without edits are saved at an 'I' Status.

New for 2002-2003!

Skip logic has been added to the *Legal Resident before January 1, 1997* and *Are you male* questions.

Assumption Override Codes

Helpful Hint!

Assumptions are edits made by EDExpress about incomplete or questionable application data. Use these codes to override assumptions for both electronic applications and corrections. To correct an assumption, verify the affected fields and set the corresponding assumption override code.

Situation	Assumption Made When Override Flag Is Not present	Results Of Setting Override Before Sending Data Triggering Assumption	Assumption Overrides
The Parents' Number of Family Members does not equal the number in college. The Parents' Number of college students in the household equals 7 or more.	Parents' number in college assumed to be 1.	Allow number in college to be greater than 6.	1
Parents' AGI is blank or zero. Tax return status is filed, will file, or blank. Father's/stepfather's income from work or mother's/stepmother's income from work is positive or negative.	Parents' AGI assumed equal to the sum of the father's/stepfather's and mother's/stepmother's income earned from work.	Allow parents' AGI to be zero if blank or zero is entered.	2
The independent Student's Number of Family Members equals 3 or more. The Number of College Students in Household is the same value.	Student's number in college assumed to be 1.	Allow number of family members to be equal to the number in college when they are equal and greater than 2.	3

Assumption Override Codes

Situation	Assumption Made When Override Flag Is Not present	Results Of Setting Override Before Sending Data Triggering Assumption	Assumption Overrides
Parents’ computed tax filing status equals Filed. Income from Worksheet C is greater than a fixed percentage of Parents' AGI plus Parents’ Total from Worksheet A plus Worksheet B. Parents' computed tax filing status equals non-tax filer. Income from Worksheet C is greater than a fixed percentage of Father's/Stepfather’s Income From Work, Mother's/Stepmother’s Income From Work, and Parents’ Total from Worksheet A plus Worksheet B.	Parents' income from Worksheet C assumed to be zero.	Allow Parents' income from Worksheet C to be greater than zero and greater than a fixed percentage of the parents' total income.	5
Students computed tax filing status equals filed. Income from Worksheet C is greater or equal to Student's AGI, and Student’s Total from Worksheet A plus Worksheet B. Student's tax status equals non-filer. Income from Worksheet C is greater than or equal to Student's Income Earned From Work, Spouse's Income From Work, and Student’s Total from Worksheet A plus Worksheet B.	Student's income from Worksheet C assumed to be zero.	Allow Student's income from Worksheet C to be greater than zero, and equal or greater than student's total income.	6

Dependency Override

Dependency overrides are used for students who are legitimately entitled to a dependency status other than what the software has determined based on responses to the application questions. (You can make a dependent student 'independent,' but you cannot make an independent student 'dependent.')

FAFSA AND SAR/ISIR TAB

Within EDExpress, the Dependency Override dropdown box is located on the FAFSA and SAR/ISIR tabs, page 2, in the left-hand column below **Dependency Status (EDExpress)**.

To change a student's dependency status from dependent to independent, click the **Dependency Override** box and type **1** or select **1** from the dropdown list.

SAR/ISIR Tab (Only)

Within EDExpress, the Dependency Override dropdown box is located on SAR/ISIR tab page 2, in the left-hand column below **Dependency Status**.

To change a student's dependency status from dependent to independent, click the **Dependency Override** box and type 1 to override from dependent to independent or type 2 to cancel the dependency override.

Helpful Hints!

If you print a copy of the student's application before it has been processed by the CPS, the dependency override prints N.

Remember, this action is only a request for a dependency override until the CPS has processed the application. However, if the application is calculated before being processed by the CPS, the EFC calculation takes the dependency override into consideration.

FAFSA Reject Override Codes

You can avoid the following CPS reject reasons, which you have verified, by checking the corresponding box on page 3 of the FAFSA.

To correct reject override codes, follow the steps listed in the Resolution column. You can also override rejects B, N, and W by setting the corresponding reject override on the ISIR screen, page 3.

Reject Code	Reject Reason	Resolution
B	Independent student and date of birth equals 09/01/86 or greater, and date of birth is not equal to or greater than current year.	Verify or correct the following: – Date of birth
N	Missing first or last name.	Verify or correct the following: – Student's Last Name – Student's First Name
W	Questionable number of family members, greater than 15.	*If the applicant is dependent,* verify or correct the following: – Parents' Number of Family Members *If the applicant is independent,* verify or correct the following: – Student's Number of Family Members

Batching Initial Applications

You can enter an unlimited number of applications before sending them to the Central Processing System (CPS). The next step after entering applications is to batch them. The combining of student initial applications into one group is called *batching*.

1. Click **File, Export, App Express**.

2. Verify that Applications - Initial is the Export Type.

3. Enter your **TG#**. You can then click the **Selection Criteria** button to further define the records you want to export, which is optional.

4. Click **OK**. You will see a progress bar within an In Progress box which will display the number of records exported, batch file name, and batch number.

5. Click **OK** to close the In Progress box.

Helpful Hints!

- There are many ways to enter data into the Transmission Queue in EDconnect. See EDconnect online Help or the *SAIG Desk Reference for EDconnect* for more information. You may download the *SAIG Desk Reference for EDconnect* from the SFAdownload Web site located at **SFAdownload.ed.gov**.

- You can print export files by batch ID. There is also a selection criteria option available for the export process.

New for 2002-2003!

The Select Record button is now enabled for the *Applications-Initial* and *Corrections* export options.

Importing Data into EDExpress

Within three working days of exporting your processed FAFSAs to the CPS, they are available for you to receive from the network. See the EDconnect online Help or the *SAIG Desk Reference for EDconnect* at the SFAdownload Web site at **SFAdownload.ed.gov** for more information. You must import the data into EDExpress before it can be used.

1. Select **File, Import, App Express**.
2. Under Import Type, click the **down** arrow to select ISIR Data.
3. Click the **File** button in the **Import From** section of the screen to select the file you want to import. Click **OK**.
4. Choose where you want to send the report: **File**, **Printer**, or **Screen**. If you choose **File**, click the **File** button and type a name for the file.
5. You may choose to click the following checkboxes on this screen: Prompt for Duplicates and Identify Activated Transactions checkboxes; Import NSLDS data, Compare demographic data, and Update demographic data.
6. Click **OK** to import the file. A progress bar will appear within the In Progress box.
7. Click **OK** to close the In Progress box.

New for 2002-2003!

When a new ISIR is imported into EDExpress, the Import Edit Report will display the "HAS FLAG" for Packaging, Direct Loan, and Pell if a record exists in those modules for the student.

Helpful Hints!

When you import ISIRs and mark the Identify Active Transaction checkbox, the EFC of the active transaction and the EFC of the incoming ISIR display on the Import Edit Report IF the transaction number on the import file is greater than or equal to the transaction number on the database AND the EFCs are different.

ISIR data import types have been combined under one category, ISIR Data, within the Import Type dialog box.

Printing Multiple ISIRs

Once you have imported ISIR records into EDExpress, you can print the information. The ISIR print report includes all the application information submitted by the student, as well as the computed information from the CPS.

1. Select **File, Print**, and then click the **App Express** tab.

2. Be sure that **ISIR** is displayed in the **Report** field.

3. Click **Multiple**.

4. Choose where you want to send the reports: **File**, **Printer**, or **Screen**. If you choose File, click the **File** button and type a name for the file.

5. If you want to specify which ISIRs will be printed, you have several options.

   - You can select individuals or all the students in your data base by clicking the Selection Criteria button and the Select Records button.

   - You can select individual student's ISIRs using a list of Transaction Ids (trankeys) to specify which ISIRs will be printed. A Transaction ID (trankey) is the SSN + the first two letters of the last name + the transaction number.

   - Click the **ellipsis (...)** button in the SSN File section of the screen.

   - You can use a query to select students by clicking the Selection Criteria button and the Query Title **ellipsis (...)** button.

6. Click the **down** arrow in the **Sort Order** field and select **Last Name Order** or **SSN Order**. Records are sorted in order of last name, first name, and then transaction number when Last Name is chosen. The default is SSN order.

7. If you have a transaction preference, click the **down** arrow under **Transaction Preference?** and select **Highest, Active or All** to print the active transaction number or all transactions, respectively. If there is no activated transaction, the default is the highest transaction.

8. If you want to print a specific batch of ISIRs, enter the batch number in the Batch ID field or click on the **ellipsis (...)** button and select the batch number you want to print.

9. You may also choose to click the following checkboxes on this screen: Print FAA Comments, Print SAR Comments, Print Loan information, and Print Certification/Signature Page.

10. Click **OK**.

Electronic Corrections

Entering a Correction on the SAR/ISIR Tab

You can correct information on ISIRs through EDExpress. When you make corrections, you can use the same assumption overrides, dependency overrides, and override the same rejects that are listed in the Electronic Application section.

1. Select **File, Open**.
2. Type the SSN (or click the **ellipsis (...)** button), then click **OK**.
3. Click the **SAR/ISIR** tab at the bottom of screen.
4. The latest student's **SSN | Name ID | Transaction Number** is displayed in the bar at the top of the record. To choose a previous transaction number, click the **|<** symbol in the tool bar, select the transaction number you want, and confirm that record against the transaction number of the correction request. To return to a later transaction, click on the **>|** symbol.
5. If a field is to be corrected, highlight the field and enter the data. If the data in a field must be verified, select **Process, Verify** from the menu bar. If you are deleting data from a field, select **Process, Correct to Blank** from the menu bar. Changes made to data are highlighted.
6. Select **File, Save** to save your corrections.
7. Click **Yes** to mark the record Ready for Transmission.

8. If you want to see a list of fields that have been changed for this record, select **Process, List Changes**.

9. After making corrections, you can access and change a record any time before transmitting to the CPS. Note that the corrected fields on a saved correction record appear in a different color.

New for 2002-2003!

You may now skip from pages 1, 2, and 3 on the SAR/ISIR tab without edits. Edits will be applied to the record at the time that the record is saved.

Helpful Hint!

The **Process, List Changes** function displays both entered and processed data. Correction flags on the ISIR show which fields are corrected on the current transaction as well as those corrected on previous transactions.

Note: If you want to view or keep a record of the corrections, select **File, Print**. Click the App Express tab and in the Report field, select List-Entered Correction Records. In the Report File Destination box, select **Printer** to get a printout of the report, **File** to save the report to a file, or **Screen** to view the file. Click **OK**.

Entering Quick Corrections

You can enter quick corrections on SARs or ISIRs without opening and paging through the student's entire record. This option is not available when a student's record is open.

1. Select **Process, Quick Correction...**from the menu bar. The **Quick Correction** box appears.
2. Type the SSN, Name ID, and Transaction Number for the student record you want to correct.
3. Click **Continue**.
4. Only enter data for the fields you want to correct. Use the scrollbar to access fields that are not viewable. Use the **Correct to Blank** button to change a value to blank. You can type a new School Code in the **Originating School** field (located below the grid), or click on the **ellipsis (...)** button to select a school from the Federal School Code file.
5. If you want to redo the correction before you save it, click the **Clear** button to erase all the changes for the unsaved correction record.
6. Click **Save** when you have finished entering corrections for this record.
7. Click **OK**.
8. Repeat steps 2 through 7 to correct another student record or click **Close** to return to the main menu.

Helpful Hints!

- Assumption Override Codes and Reject Override Codes can be corrected on the Quick Correction screen.
- Students can make corrections using FAFSA on the Web (http://www.fafsa.ed.gov).

Adding Your School Using the DRN (Data Release Number)

A school cannot make an electronic correction if it has not been designated on the applicant transaction. To add your school using the DRN, use the quick Correction Process. (Note: the DRN is a four-digit number assigned to all Title IV federal student aid applicants. It appears on the paper SAR.

1. Enter your school code in any of the **College Choice** fields. Enter the housing plan in the **Housing Plan** field: 1=On Campus, 2=Off Campus, 3=With Parents.

2. Enter the student's **DRN** in the DRN field.

Helpful Hint!

To create a new transaction with the information from the student's most recent transaction and your school code, enter a student's SSN, Name ID, and transaction number 99. Provide both your School Code and the student's DRN.

Changing a Student's Social Security Number

1. There are 2 options for changing a student's Social Security Number (SSN):

2. Create a new FAFSA with the correct SSN (this option is especially beneficial for students who have accidentally used their sibling's SSN; it also prevents two students from making corrections on two separate ISIR records with the same SSN).

3. Correct the SSN on the existing ISIR.

4. If you choose to correct the SSN on the existing ISIR, correct the current SSN field.

5. Save the record, batch it, and transmit it to the CPS. When you receive the processed correction back from the CPS, you will notice that the incorrect SSN and last name identifier Trankey (also known as the original SSN) remain the same; however, the student's correct SSN is listed on the ISIR as the current SSN.

6. The incorrect SSN and last name identifier remain with the student for the entire academic school year, even if it has been changed or corrected. The incorrect SSN will be the permanent record ID on all of these student records because the student's original SSN and name identifier becomes part of the record ID. This will also effect your students' Pell and Direct Loan ID.

FAA Adjustment

To make a professional judgement to a field:

- Modify specific data element(s) used in the EFC calculation and click the **FAA Adjustment** box, located on ISIR page 3, right-hand column, below Originating School on the Quick Correction List. A checkmark will appear.

- An FAA Adjustment cannot be made on a rejected record or on an initial application.

- You may make an FAA Adjustment in conjunction with a dependency override as long as the transaction you are correcting has a valid EFC; otherwise, do the Dependency Override first.

Batching and Exporting Corrections

To export (create a batch of) correction data, do the following:

1. Select **File, Export, App Express**.

2. Click the **down** arrow next to the **Export Type** field and select **Corrections**.

3. Your school code is displayed in the School Code text box. If incorrect, type your school code in the **School Code** text entry box, or click the **ellipsis (...)** button to select from a list of institution codes.

4. Your TG# displays on this screen if you have entered it in Global Setup. (If you have not, enter it now.) Enter only the five numeric values and not the T and G. You cannot export the file unless the TG# has been entered.

5. Click **OK**. You will see a progress bar within an In Progress box which displays the number of records exported, number of students processed, batch file name, and batch number.

6. Click **OK** to close the In Progress box.

The corrections can then be transmitted to the CPS using EDconnect. See EDconnect online Help or the *SAIG Desk Reference for EDconnect* at the SFAdownload Web site at **SFAdownload.ed.gov** for more information.

Helpful Hint!

The In Progress box in step 5 displays the number of students in the batch which may be different than the number of correction records exported. This occurs when more than 12 fields have been changed on a student record. Line length limitations require the data to be sent in more than 1 record.

New for 2002-2003!

You can now use the Select Records function for the Applications-Initial Corrections export.

Processed Corrections

- Within three working days of export, your processed corrections are available for you to import from the network.
- Import the processed data, which includes the processed results (CORRs) or rejected records (COREs).
- You will receive one batch of ISIRs for each batch of correction records submitted.

Importing Corrections

The batch, or message class, of ISIRs containing the processed results is CORR03OP. It contains one ISIR for every submitted student record that was not rejected.

The message class for rejected records is CORE03OP. When imported, a report listing the students that were rejected in the batch can be displayed.

Both message classes can be received by EDconnect and printed in EDExpress. See EDconnect online Help or the *SAIG Desk Reference for EDconnect* at the SFAdownload Web site at **SFAdownload.ed.gov** for information about receiving processed corrections.

Import the data into EDExpress where it can be used.

1. Select **File, Import, App Express**.
2. Click the **down** arrow next to the Import Type field and select ISIR Data.
3. Click the **Import From** file button and select the file you want to import.
4. Choose where you want to send the report: File, Printer, or Screen. If you choose File, click the **File** button and type a name for the file.
5. Click the check boxes for the following choices:

- **Prompt for Duplicates?**
- **Import NSLDS data?**
- **Identify Activated Transactions?**
- **Compare demographic data?**
- **Update demographic data?**

  New for 2002-2003!

6. Identify incoming ISIRs with existing Packaging, DL, or Pell records?

7. Click **OK** to import the file. A progress bar will appear within an In Progress box.

8. Click **OK** to close the In Progress box.

Helpful Hints!

Don't forget to import your correction error file (CORR03OP), if necessary. The CORE03OP file can be found under the **Import Type** field, Errors-Correction/Duplicates.

You can check the box labeled "identify Activated Transactions?" if you would like EDExpress to display IDs for ISIRs which have activated transactions.

Printing Multiple Processed Correction Records

Once you have imported Correction records into EDExpress, you can print the information. The Correction Record Print Report includes all the application information submitted by the student, as well as the computed information from the CPS.

1. With no records open, select **File, Print, App Express**.
2. Be sure that **ISIR** is displayed in the **Report** field.
3. Click **Multiple**.
4. Choose where you want to send the reports: **File**, **Printer**, or **Screen**. If you choose **File**, click the **File** button and type a name for the file.
5. If you want to use a list of Transaction IDs (trankeys) to specify which ISIRs will be printed, click the **ellipsis (...)** button in the SSN File section of the screen to enter a list of records.
   - You can select individuals or all the students in your data base by clicking the Selection Criteria button and the Select Records button.
   - You can select individual student's ISIRs using a list of Transaction Ids (trankeys) to specify which ISIRs will be printed. A Transaction ID (trankey) is the SSN + the first two letters of the last name + the transaction number.
   - Click the **ellipsis (...)** button in the SSN File section of the screen.
   - You can use a query to select students by clicking the Selection Criteria button and the Query Title **ellipsis (...)** button.
6. Click the **down** arrow next to the **Sort Order** field and select **Last Name Order** or **SSN Order**. Records are sorted first by last name, first name, and then transaction number when printing a list of processed correction record s by last name.
7. If you have a transaction preference, click the **down** arrow under **Transaction Preference?** and select **Highest , Active or All** to print the active transaction number or all transactions, respectively. If there is no activated transaction, the default is the highest transaction.
8. Choose whether or not you want to **print FAA Comments, SAR Comments, Loan Information,** and/or the **Certification/Signature Page** by clicking the appropriate checkboxes.
9. Click **OK**.

Handling Electronic Error Message Classes

Rejected Batches and individual records are returned to destination points in the EDE Error Record Report format.

The EDE error records are returned for you to import in the following message classes:

- EAPR03OP - Electronic Application Rejects
- FDRE03OP - Federal Data Request Error
- CORE03OP - Corrections / Duplicates
- SIGA03OP – Signature Correction Acknowledgements & Errors
- FDRU03OP – Unfulfilled Federal Data Requests (FDRs) After 30 Days

When you import rejected files, one of two reports will follow showing a synopsis of the data you received. You may receive a batch of individual student records or an entire rejected batch.

The Detail Records Error List is generated when an individual's record(s) is rejected by the CPS and an ISIR is not produced. It displays the reason a specific record is rejected, as well as the student's transaction ID and the appropriate SAR/ISIR field number.

The Batch Number Error List is generated when a complete batch is rejected by the CPS. It provides the reason the batch is rejected and the IDs of all the students in the batch. This list will be returned to you if a batch was rejected because of an incorrect batch number.

Verifiable Reject Codes (ISIR)

Verifiable rejects are rejected data you or the student should verify are correct. You may revise these data or leave them unchanged.

Alphabetic reject codes are verifiable and numeric codes are non-verifiable.

To correct verifiable rejects, simply follow the steps listed in the Resolution column.

You can also override rejects B, N, and W by setting the corresponding reject override on page 3 of the ISIR screen.

Reject Code	Reject Reason	Resolution
A	Date of birth year equal to 1900-1927	Verify or correct the following: – Date of Birth
B	Date of birth since September 1, 1986 and does not equal the current year	Verify or correct the following: – Student's Last Name
C	Taxes paid equal to AGI	Verify or correct the following: – AGI – Federal Taxes Paid
N	Missing last or first name	Verify or correct the following: – Student's Last Name – Student's First Name
W	Questionable number of family members	*If the applicant is dependent,* Verify or correct the following: - Parents' Number of Family Members *If the applicant is independent,* Verify or correct the following: - Student's Number of Family Members

Nonverifiable Reject Codes (ISIR)

Nonverifiable reject codes are inconsistencies that must be resolved by changing or adding information.

EDExpress does not allow you to continue completing the correction until the inconsistency is resolved or the missing information is provided.

Reject Code	Reject Reason	Resolution
1	Simplified needs test is not met and all asset data fields are blank.	*If the applicant is dependent,* provide the following: - Parents' Cash, Savings and Checking - Parents' Net Worth of Current Investments - Parents' Net Worth of Business/ Investment Farm *If the applicant is independent, provide the following:* - Student's Cash, Savings and Checking - Student's Net Worth of Current Investments - Student's Net Worth of Business/Investment Farm
2	Incomplete Application or Correction (paper).	*If the applicant is dependent,* provide the following: - Parents' Taxed and Untaxed Income *If the applicant is independent,* provide the following: Student's and Spouse's (if married) Taxed and Untaxed Income

Reject Code	Reject Reason	Resolution
5	Missing or invalid	Correct the following: - Date of Birth
8	SSN match with date of death	Contact the Social Security Administration. The SSN on this transaction belongs to a deceased person according to the SSA.
10	Missing marital status and household size.	*If the applicant is dependent, review and correct:* - Parents' Marital Status - Parents' Number of Family Members *If the applicant is independent, review and correct:* - Student's Marital Status - Student's Number of Family Members
11	Marital status is inconsistent with base year income	*If the applicant is dependent, correct the following:* - Parents' Marital Status - Father's/Stepfather's 2001 income from work - Mother's/Stepmother's 2001 income from work *If the applicant is independent, correct the following:* - Student's Marital Status - Student's and Spouse's (if married) 2001 income from work

Reject Code	Reject Reason	Resolution
13	Missing Name.	Provide the following: Student's Last Name and/or Student's First Name or Verify a blank first or last name field if the student actually has only one name.
14	No Student Signature on paper application or SAR.	Signature Correction must be made on a printed certification page and resubmitted to the FAFSA processor or may be submitted electronically.
15	Missing parent signature on application or SAR.	The signature correction must be made on a printed Student Aid Report (SAR) certification page and resubmitted to the FAFSA processor or may be submitted electronically.

Reject Code	Reject Reason	Resolution
16	Missing Student Signature on FAFSA Express, or FAFSA on the Web, or Renewal on the Web Application.	Signature correction must be made on a printed Student Aid Report certification page and resubmitted to the FAFSA Processor or may be corrected electronically.
17	Unknown citizenship status or student is not a U.S. citizen or eligible non-citizen.	Correct the following: Citizenship Status
18	SSN not on Social Security Administration's database.	Correct the following: Student's SSN or contact the Social Security Administration for assistance.
19	Student Hold (Drug Abuse Enforcement)	The applicant must call 202/377-3243 within 30 days for comment 9.

Bits and Bytes

Message Classes (Exchanged with CPS)

Message Class	Batch ID	Data Description	Data Sent or Received by User
CORR03IN	C	Electronic Corrections and Duplicates	Sent
CORE03OP	C	Electronic Correction/Duplicate Errors	Received
CORR03OP	C	Electronic Correction/Duplicate ISIR	Received
EAPR03OP	A	Electronic Application Rejects	Received
EAPS03IN	A	Electronic Applications	Sent
EAPS03OP	A	Electronic Application ISIRs	Received
ESFN03OP	K	State Agency Electronic ISIRs, Non Residents	Received
ESFR03OP	L	State Agency Electronic ISIRs, Residents	Received
FDRE03OP	F	Rejected FDR Request	Received
FDRF03OP ***New!!***	F	Processed FDRs	Received

Message Classes (Continued)

Message Class	**Batch ID**	**Data Description**	**Data Sent or Received by User**
FDRS03IN	F	FDR Request	Sent
FDRU03OP ***New!!***	F	Unfulfilled FDRs after 30 days	Received
HOLD03OP	n/a	Signature Hold File	Received
PMESSAGE	n/a	Test Messages	Received
SARA03OP	E	Electronic Automatic ISIRs	Received
SIGS03IN	#S	Signature Corrections	n/a
SIGA03OP	#S	Signature Correction Acknowledgements and Errors	Received
SYSG03OP	G	System Generated	Received
YTDO03OP	G	Year-to-Date ISIRs	Received
YTDN03OP ***New!!***		ISIR Year-to-Date State Agency/Non Resident	Received
YTDR03OP ***New!!***		ISIR Year-to-Date State Resident	Received

Helpful Hints!

For record lengths, see the *EDE Technical Reference.*

Message classes CORR03IN, CORE03OP, and CORR03OP contain correction and duplicate data.

All message classes are referenced as follows:

- 03 = Year indicator, 03 is used for 2002-2003 data.
- IN = Data YOU SEND for a Title IV contractor to retrieve.
- OP = Data YOU RETRIEVE from the Title IV contractor.

Batch IDs

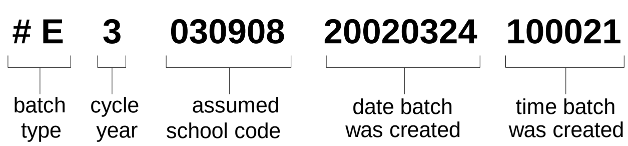
As indicated in the diagram, the first alpha character of the Batch ID identifies the type of data contained in the batch. The pound symbol (#) acts as a placeholder for the first position in one-character codes.

The single number is the cycle year to which the batch applies (for 2002-2003, this is always 3).

The next six characters identify the Federal School Code, which is the assumed institution code assigned in Setup.

The next eight digits identify the date the batch was created (in CCYYMMDD format).

The last six digits indicate the time the batch was created (in HHMMSS format).



Helpful Hint!

See the EDExpress Help for information about utilities, including Repairing, Compacting, and Verifying the Database, and Clearing Files and Record Locks.

Getting Help

Online Help

General help is available from the menu bar within EDExpress. You can view the main list of help topics by selecting **Help, Help Topics, Contents** from the EDExpress menu bar. If you are unfamiliar with using online Help within Windows applications, select **Help, Using Help**. Use the **Find** tab on the Help screen to locate specific words or phrases anywhere within the Help text. Additionally, field help is available by pressing the F1 key.

Helpful Hints!

- Be sure to expand the Help Contents books. Each book contains several individual Help topics.
- Check the How Do I? topics for frequently performed operations (select How Do I? from the Help menu).

CPS/WAN Technical Support

For questions regarding technical assistance and software functionality, call CPS/WAN Technical Support at:

800/330-5947

TDD/TYY: 800/511-5806

Customer service representatives are available 7 a.m. - 7 p.m. (CT), Monday through Friday, excluding federal holidays. You can also e-mail your inquiries to the CPS/WAN at **cps@ncs.com.**

Sources of Assistance for Schools

Sources of Assistance for Schools is a new document that contains helpful contact information for all Student Financial Assistance programs, including frequently called help lines, e-mail addresses, phone numbers, and Web site addresses. The document is available for downloading from the SFAdownload Web site at **SFAdownload.ed.gov**.

Technical References

Technical References are manuals provided to postsecondary schools and third-party servicers. These manuals include record layouts, data entry specifications, import and export formats, and print specifications that you can use to develop your own EDE system or software to interface with EDExpress. The four technical references that are available from the SFAdownload Web site at **SFAdownload.ed.gov** are as follows:

1. **The EDE Technical Reference** is a compilation of record layouts, processing codes, and ISIR printing formats provided to assist EDE participants in developing their own software to interface with EDExpress. For further assistance, call 800/330-5947.

2. **The Direct Loan Technical Reference** is a compilation of record layouts and reject codes for direct loan processing. It combines a custom section to help schools develop their own solution for Direct Loan processing and a combination section to help schools use the EDExpress software in conjunction with an external system or third party software.

3. **The Packaging Technical Reference** is a compilation of record layouts for adding and changing records in the Packaging module of EDExpress.

4. **The Federal Pell Grant Program Technical Reference** is a compilation of programmer specifications and record layouts for schools that participate in the Federal Pell Grant Program.

EDExpress Updates

Downloading EDExpress Updates

You can download both software and paper documents from the Internet using the SFAdownload Web site at **SFAdownload.ed.gov**. The SFA download Web site was created to give you access to financial aid tools for easier and more efficient use of EDExpress.

Paper documentation is available to download from the Internet in both Adobe PDF and Microsoft Word format. The following types of paper documentation are available to download:

- Installation Guides
- Cover Letters
- Technical References
- Desk References

The amount of time it takes to download a file depends on the file size and the speed of your Internet connection. If you do not have a direct connection to the Internet, a 56 KB modem is recommended.